

CRAFTING A KILLER RESUME

Essential Tips

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Format and Structure

- ▶ **Keep it Clean:** Use a simple, professional layout with clear headings.
- ▶ **One Page Wonder :** Aim for a single page, especially if you have less than 10 years of experience.
- ▶ **Easy to Read :** Use a legible font size and ample white space.

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Content and Highlights

- ▶ **Showcase Achievements :-**
Quantify your accomplishments with numbers and percentages.
- ▶ **Skills Spotlight :**
List relevant skills, especially those mentioned in the job posting.
- ▶ **Education Excellence:**
Include your educational background, relevant courses, and certifications.



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Professional Experience

- 
- ▶ **Chronological Order :**
List your jobs in reverse chronological order.
 - ▶ **Job Titles and Companies :**
Clearly state your job title, company name, and dates of employment.
 - ▶ **Bullet Points :**
Use bullet points for job responsibilities and achievements.

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Contact Information

- ▶ **Contact Clarity :**
Include your full name, phone number, email address, and LinkedIn profile.
- ▶ **Location:**
Mention your city and state, but omit your full address.

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Final Touches

- ▶ **Proof read :**
Double-check for spelling and grammar errors
- ▶ **Feedback :**
Get feedback from a friend or mentor.
- ▶ **Save as PDF :**
Save your resume as a PDF to preserve formatting.

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your resume, then
what are you
waiting for?

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